



For the benefit of this policy Laura Green Trust – which is the governing body of Greenshoots Pre-school and Wraparound care is hereafter referred to as Greenshoots.

Security Policy

We have several measures in place to safeguard your child's safety whilst at our setting. These include;

- Use of an intercom to allow control over who enters the premises.
- A key fob entry system to the main entrance to the preschool building and our outside area. Only employees are issued with a key fob.
- Staff control the access points e.g. gates when outside at all times.
- We register the children daily and monitor and record who has arrived or left the building.
- We have regular headcounts throughout the day.
- Our staff are in control of the settings entrances at all times and are in a position to welcome children and parents during arrival and departure times. This system allows us to monitor children who are arriving and leaving the setting.
- If there are children present on the school's playground at arrival or departure times then parents / carers and children are escorted by a member of staff to and from the preschool building to the security gate on the school's playground, to ensure there are no security breaches.
- We operate a strict collection policy that our staff adhere to at all times. A designated adults name and password is used to identify appropriate adults. We will also ask to see identification if the person has never been to the setting before.
- We undertake a risk assessment at time of registering your child if appropriate.
- We undertake a risk assessment in the event of separation or custody issues and for child protection concerns. (NB. Staff should be made aware of any changes to child's living arrangements.)
- Greenshoots is the sole user of our main building and surrounding areas. Our building is situated within the grounds of Laura Green Primary School but access is only via a key fob. Access to the school's lower hall and kitchen is via a key pad entry code system. Only preschool and school staff know this code.
- We have information displayed about our emergency procedures in the setting and also have a lockdown procedure which everyone concerned with our setting is made aware of.
- We have a panic alarm which we can use if we feel there is a risk to the security of anyone in our setting.
- All visitors to the setting are escorted by a member of staff to and from the preschool building to the security gate on the school's playground, to ensure there are no breaches in security.
- All visitors to the setting are required to sign in and out and have their identity checked by a member of staff.
- We have a very high child to adult ratio when on outings or visits.
- Consent form for trips and outings are signed by parents / carers.

- We always undertake a risk assessment before an outing.

In the unlikely event that your child goes missing from the setting, we will conduct a thorough search of the setting and surrounding area. You will be contacted immediately and if necessary the police will be alerted.

We aim to provide a secure environment as possible and we hope you will co-operate with us by:

- Informing us if you notice any adult/strangers in or around the building.
- Making sure that exits and doors are secure as you enter and leave the building.
- Supervising your child/children at all times until handed over to our staff.
- Telling us if you identify any security concerns regarding the setting.
- Informing staff of your arrival and departure.
- Making sure that no other child leaves with you through the main doors when you depart.
- Keeping our staff informed of who is picking your child/children up from the setting and keeping your password and registration paperwork of authorised people to collect up to date.
- Informing staff of any changes in either yours or your child's personal circumstances/risks (NB. We may report this information to other agencies in line with our information sharing policy).

Please also see the following policies;

- Uncollected child
- Lost child

This policy was adopted on : _____

Signed on behalf of Laura GreenTrust - Greenshoots Pre-school and Wraparound Care –

Chairperson, Laura Green Trust :

Greenshoots Manager (Strategy and Support):

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